

The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England)  
Regulations 2020

## APPLICATION FOR INCLUSION ON THE FIT AND PROPER PERSON REGISTER

**For sole traders/individuals complete section A. For partnerships, companies, etc. complete section B. All applicants must complete sections C to O.**

|                         |                     |
|-------------------------|---------------------|
| <b>A</b>                |                     |
| First Name(s):          |                     |
| Surname:                | Title:              |
| Correspondence Address: |                     |
| Postcode:               |                     |
| Telephone (work):       | Telephone (mobile): |
| E-mail address:         |                     |

|   |                                |
|---|--------------------------------|
| <b>B COMPANY OR OTHER APPLICANT DETAILS</b>                 |                                |
| Name of person completing the form:                         |                                |
| Position in company:  |                                |
| Type of business (e.g. Limited Company, Partnership, etc.): |                                |
| Company Name:   |                                |
| Correspondence Address:                                     |                                |
| Postcode:   |                                |
| Telephone (office)  | Telephone (mobile):            |
| E-mail address:   |                                |
| Name of each relevant officer                               | Role in management of the site |
|   |                                |
|   |                                |
|   |                                |

Please use an additional page if necessary

| <b>C</b>       | <b>DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS</b> |
|----------------|--|
| Site Name:     |  |
| Site Address:  |  |
| Site Postcode: |  |

| <b>D</b>  | <b>DETAILS OF THE APPLICANT'S ESTATE OR EQUITABLE INTEREST IN THE SITE</b> |
|---|--|
| Please provide proof of estate or equitable interest: |  |

| <b>E</b> | <b>NAME AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE</b> |
|----------|---|
|          |   |

| <b>F</b>  | <b>DETAILS OF ANY OTHER SITE LICENCES HELD AND/OR MANAGED BY THE APPLICANT (Please use an additional page if necessary)</b> |                |
|-----------|---|----------------|
| Site Name | Licensing Authority Name  | Licence Number |
|           |   |                |
|           |   |                |
|           |   |                |
|           |   |                |
|           |   |                |

| <b>G</b>  | <b>DETAILS OF ANY OTHER SITES WHERE THE APPLICANT HAS AN INTEREST (Please use an additional page if necessary)</b> |                |
|-----------|--|----------------|
| Site Name | Licensing Authority Name   | Licence Number |
|           |  |                |
|           |  |                |
|           |  |                |
|           |  |                |
|           |  |                |

| <b>H</b> | <b>CONFIRMATION THE APPLICANT IS THE OCCUPIER OF THE SITE</b>   |        |
|----------|---|--------|
|          | <p>Is the applicant the occupier of the site, as defined in Section 1 of the Caravan Sites and Control and Development Act, 1960 (as amended)?</p> <p>‘Occupier’ means, in relation to any land, the person who, by virtue of an estate or interest therein held by him, is entitled to possession thereof or would be so entitled but for the rights of any other person under any licence granted in respect of the land.</p> <p>Provided that where land amounting to not more than four hundred square yards in area is let under a tenancy entered into with a view to the use of the land as a caravan site, the expression ‘occupier’ means in relation to that land the person who would be entitled to possession of the land but for the rights of any person under that tenancy.</p> | YES/NO |

| <b>I</b> | <b>TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?</b> |  |
|----------|--|--|
|          | The Applicant (do not complete section J)                                  |  |
|          | An appointed manager (complete section J)                                  |  |

| <b>J</b> | <b>APPOINTED MANAGER DETAILS</b> |                     |
|----------|----------------------------------|---------------------|
|          | First Name(s):                   |                     |
|          | Surname:                         | Title:              |
|          | Correspondence Address:          |                     |
|          | Postcode:                        |                     |
|          | Telephone (office)               | Telephone (mobile): |
|          | E-mail address:                  |                     |
|          | Role in managing site:           |                     |

| <b>K</b> | <b>EVIDENCE OF ABILITY TO SECURE THE PROPER MANAGEMENT OF THE SITE<br/>(The following information must be included with this application.)</b>   |  |
|----------|--|--|
| 1        | Details of the applicant(s) or proposed manager’s experience and competency in managing caravan sites  |  |
| 2        | Details of the management structure and funding arrangements for the site or proposed management structure and funding arrangements for the site |  |

| L  | <b>ADDITIONAL INFORMATION IN RELATION TO THE APPLICANT (AS AN INDIVIDUAL) OR SITE MANAGER.</b>  |        |
|----|---|--------|
| 1  | Have you committed any offence involving fraud or other dishonesty, violence, arson or drugs or listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements)? | YES/NO |
| 2  | Have you contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law?                        | YES/NO |
| 3  | Have you contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?   | YES/NO |
| 4  | Have you harassed any person in, or in connection with, the carrying on of any business?  | YES/NO |
| 5  | Are you, or have you been within the past 10 years, personally insolvent?   | YES/NO |
| 6  | Are you, or have you been within the past 10 years, disqualified from acting as a company director?   | YES/NO |
| 7  | Have you the right to work in the United Kingdom?   | YES/NO |
| 8  | Are you a member of any redress scheme for dealing with complaints in connection with the management of the site? <b>(If yes, please provide details on a separate page.)</b>                         | YES/NO |
| 9  | Have you had an application to be included in a fit and proper person register rejected by another Local Authority? <b>(If yes, details of the reasons for rejection must be provided.)</b>           | YES/NO |
| 10 | Do you have applications to be included in a fit and proper person register awaiting a result from another Local Authority? <b>(If yes please provide details on a separate page.)</b>                | YES/NO |

| M | <b>ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON (THE PERSON TO WHOM THE SITE MANAGER REPORTS)</b>   |        |
|---|---|--------|
| 1 | Have you committed any offence involving fraud or other dishonesty, violence, arson or drugs or listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements)? | YES/NO |
| 2 | Have you contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law?                        | YES/NO |
| 3 | Have you contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?   | YES/NO |
| 4 | Have you harassed any person in, or in connection with, the carrying on of any business?  | YES/NO |
| 5 | Are you, or have you been within the past 10 years, personally insolvent?   | YES/NO |
| 6 | Are you, or have you been within the past 10 years, disqualified from acting as a company director?   | YES/NO |

|    |   |        |
|----|---|--------|
| 7  | Have you the right to work in the United Kingdom?   | YES/NO |
| 8  | Are you a member of any redress scheme for dealing with complaints in connection with the management of the site? <b>(If yes, please provide details on a separate page.)</b>               | YES/NO |
| 9  | Have you had an application to be included in a fit and proper person register rejected by another Local Authority? <b>(If yes, details of the reasons for rejection must be provided.)</b> | YES/NO |
| 10 | Do you have applications to be included in a fit and proper person register awaiting a result from another Local Authority? <b>(If yes, please provide details on a separate page.)</b>     | YES/NO |

|   |                                    |
|---|------------------------------------|
| <b>N</b>  | <b>CRIMINAL RECORD CERTIFICATE</b> |
| <p>This must be a criminal record certificate issued under section 113A(1) of the Police Act 1997<sup>(1)</sup> no more than six months before the date of the application in respect of:</p> <p>(a) where the relevant person is an individual, the relevant person; and</p> <p>(b) each individual in relation to whom the applicant is required to provide information under paragraph 10(2) or (5), 11 or 12 of the Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020.</p> |                                    |

|  |  |
|--|--|
| <b>O</b>   | <b>DECLARATIONS (This section must be completed by the applicant.)</b> |
| <p>I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material.</p> <p>If this application is made by the applicant who is not the relevant person, I have made all reasonable enquiries into the matters mentioned in paragraph 9 and Schedule 3 of the regulations relating to the relevant person and the information provided in the application is correct and complete to the best of the applicant's knowledge and belief.</p> |  |
| <b>Full Name (please print):</b>   |  |
| <b>Signature:</b>  |  |
| <b>Capacity:</b>   |  |
| <b>Date:</b>   |  |
| <b>If signing on behalf of a company, please confirm that you are authorised to do so.</b>   |  |
| <b>YES/NO</b>  |  |

An application must include a fully completed application form, supporting information and payment of the relevant fee.

|  |
|--|
| <b>PRIVACY NOTICE</b>  |
| <p>We will use the information supplied in this form for the purposes of assessing your fit and proper person application. We may share information provided with other bodies undertaking a public function in order to prevent and detect fraud. Applicant details will be displayed on our public register online if your registration is granted. Our lawful basis for doing so is that processing is necessary in the exercise of official authority vested in the Council.</p> |

**FEES AND CHARGES (non refundable)**

Application Fee

**£256 per fit and proper person application\***

\*Where more than one application has to be made in cases where an application has been rejected or where there is more than one responsible person a further £256 will be levied per fit and proper person check.

**PAYMENT METHODS**Telephone:

To pay over the telephone with a debit card, dial 01724 297000 and ask for Housing Standards.

Payment Reference: \_\_\_\_\_

Date paid: \_\_\_\_\_

By post:

You can post your application form and a cheque (made payable to North Lincolnshire Council) to **Environmental Health & Housing, North Lincolnshire Council, Church Square House, 30-40 High Street, North Lincolnshire, DN15 6NL.**

Please ensure that your reference number is clearly marked on the back of the cheque.

Please return your completed form with any relevant supporting documents to the above address or email [housing@northlincs.gov.uk](mailto:housing@northlincs.gov.uk)